

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD					
					Mo	Da	Yr	None-0	Code			Mo	Da	Yr			
7. SCD		8. CSC Retmt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI	12. LCD		13. Mil. Serv. Credit, LCD				
Mo	Da	Yr	Yes - 1	Code				Mo	Da	Yr	Yes - 1	Code	Mo	Da	Yr	Yes - 1	Code
		No - 2								No - 2						No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations			Code	15. Location Of Official Station			Station Code		
16. Dept.- Field		Code	17. Position Title			18. Position No.	19. Serv.	20. Occup. Series	
21. Grade & Step		22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number			
		\$		Mo Da Yr	Mo Da Yr				

ACTION

27. Nature Of Action		Code	28. Eff. Date	29. Type Of Employee			Code	30. Separation Data
			Mo Da Yr					

PRESENT ASSIGNMENT

31. Organizational Designations			Code	32. Location Of Official Station			Station Code		
33. Dept.- Field		Code	34. Position Title			35. Position No.	36. Serv.	37. Occup. Series	
38. Grade & Step		39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number			
		\$		Mo Da Yr	Mo Da Yr				

SOURCE OF REQUEST

A. Requested By (Name And Title)			C. Request Approved By (Signature And Title)		
B. For Additional Information Call (Name & Telephone Ext.)					

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks

RESIGNATION

I Resign For The Following Reason:

My Last Working Day Will Be	This Date (Date Of Signature)	Signature
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Forward Communications, Including Salary Checks And Bonds, To The Following Address (Number, Street, City, Zone, State):